University of Maryland, College Park
Office of Institutional Research and Planning

Web-based Collection of Instructional and Non-instructional Faculty

Northeast AIR Conference
November 7, 2005

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FACULTY WORKLOAD REPORTING

- Mandated since 1995
- Examines expected and actual workload
- Non-instructional activity
- Data are reported by department, college, and university

USM POLICY

- Average Expectation: 5-6 Course Units
  - A course unit is a 3 credit course or equivalent
  - Based on faculty FTE
  - Contractual or recruitment agreements

- Exceptions for Ten/Tk not teaching load
  - Instruction, External Research
  - Dept Research, Admin Service, Dept. Service
  - Other, Sabbatical

- Faculty teaching no courses

OLD UMCP PROCESS

- Lists of faculty and courses sent to colleges and departments
  - Data quality in question
  - Changes required extensive paper trail

- Non-Instructional Survey form sent to faculty
  - Response rates were low
  - Data were hand entered into database

A NEED FOR CHANGE

- Faculty/Department Chair Frustration
  - Lack of clear understanding of the process
  - Data were not useful to the colleges

- Need for timely and accurate information
  - Board of Regents
  - Media Attention
  - On Campus

THE INSTRUCTIONAL WORKLOAD SYSTEM

- Review course and faculty information on-line
- Data quality improves
- Deans and chairs are engaged
  - Examine current assignments
  - Enter exceptions
  - Review reports

IWS DESIGN

User-friendly Design

- Context Sensitive "Help"
- Familiar Paper Forms
- Constant Navigation Bar
- Support team is available

Local control

- Own the data
- Increase data quality

IWS SECURITY AND ACCESS

Data Access Options

Access Level

- View Only

- View and Data Entry (Exceptions)

- View, Data Entry, and "Locking" Capabilities

Security

Secure Server

Password entry

Single unit access

IWS DATA

Payroll & HR

Faculty Appointment

Full-time Equivalent (Faculty) Assignments

Leave Status

Sabbaticals

Tenure Status

(frozen)

Scheduling

Course Enrollment

Teaching

*updated twice a week

(live)

IWS PROCESS

Data Entry

- Exceptions are entered when needed
- Database is modified
- Exceptions are validated

Data Freezes

- Purpose
- Course "freezes" after department review
- Faculty freeze occurs in the Fall and Spring

INSTRUCTIONAL WORKLOAD SYSTEM

Demonstration

Instructional Workload System

Last login information

Application: Instructional Workload
Last access: 14 May 2004 03:55:09
IP Address: 129.2.185.165
Browser info: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1)

Main

- Select a unit
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Print version

Definitions

Logout

Welcome

Welcome to the OIRP Faculty Workload Instructional Activities website. This website provides information on the instructional activities of faculty related to the University System of Maryland, Board of Regents' Faculty Workload Policy and annual reporting requirements. It allows for online submission of exception information for faculty who do not meet their expected teaching load.

Once the data has been reviewed and all exceptions and necessary justifications have been entered, please print the screens for your records to ensure that the appropriate documentation for the reporting process is on file.

Definitions

Most sections of this website have page-specific definitions. These are available when a "Page Definitions" link is displayed in the menu. When no page-specific definitions are available, the menu item is entitled "Definitions" and will display the defintions menu page when clicked. The definitions section is also available here.

II-1.25-POLICY ON FACULTY WORKLOAD AND RESPONSIBILITIES
(Approved by the Board of Regents, August 19, 1994;
Amended by the Board of Regents, July 9, 1999)

I.   Purposes

The purposes of the "UMS Policy on Faculty Workload and
Responsibilities" are to promote optimal performance by the
University of Maryland System and by each of its institutions
in meeting the needs and expectations of its students and other
clienteles, and to provide mechanisms that will ensure public
accountability for that performance. Because faculty are the
primary performers of the System's instruction,
research/scholarship and service, the policy must
encourage and support faculty in applying their creativity,
ingenuity, initiative, knowledge, experience, and professional
skills in performing many diverse functions. Faculty are expected
to meet their responsibilities independently and in full accord

Main

Current collection cycle:

- Select a unit
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Historic Reports:

- Historic Faculty Info
- Historic Summary
- Historic Trends

Print version

Definitions

Logout

The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time execptions may be entered.

Definitions

Definitions are available for the following areas.

- Basic Definitions
- Faculty Information
- Course Information
- Entering Exceptions
- Locking Exceptions
- Exceptions Report
- Tenured And Tenure-Track Faculty Generating Zero Course Units
- Summary Report

Information on the Historic Reports is available for the following areas.

The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time exceptions may be entered.

Basic Definitions For Faculty Workload Reporting

Faculty Categories

All faculty appointments in teaching units are assigned a workload category, based on EEO code, category status, and appointment title code in the Payroll and Human Resources (PHR) data system. The categories are as follows:

Department Chair
The person who holds faculty rank and has administrative and academic responsibility for managing the department or unit being reported.

Tenured and Tenure-Track Faculty
All persons (except department chair) holding tenured and tenure-track positions in teaching units who are classified as faculty (whether instructional, research, public service).

Full-Time, Non-Tenured, Non-Tenure-Track Instructional Faculty ("FT Inst")
All persons who, while neither tenured nor on the tenure-track, are employed

Instructional Workload System

Main

Current collection cycle:

- Select a unit
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Historic Reports:

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The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time execptions may be entered.

Select a Unit

First, select a division.

Divisions
Col of Arts & Humanities (ARHU)
Col of Computer, Mathematical & Physical Sci (CMPS)

Instructional Workload System

Main

- Select a unit
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

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Select a Unit

The following units have faculty in the workload system. Select a unit by clicking on the name.

Col of Arts & Humanities (ARHU)

American Studies (1270301)
Art (1270501)
Art History & Archaeology (1270901)
Classics (1271301)
Communication (1271501)
Comparative Literature Program (1271701)
Dance (1275501)
English (1271901)
History (1272301)
Joseph & Rebecca Meyerhoff Center for Jewish Studies (1272501)
Linguistics (1272701)
Philosophy (1273301)
School of Languages, Literatures, and Cultures (1274001)
School of Music (1275701)
Theatre (1276101)
Women's Studies (1273701)

Instructional Workload System

Selected Unit:
Linguistics

Workload Faculty Information: Linguistics

41 records found.

Main

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Print version

Change Definitions

Logout

Fiscal Year: 2004											
Name	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Leave	Sabbatical	Expected course units	Actual Course Units Taught	Exception needed?	Current Exception
John Doe	Ten/TenTrk	1	Ten/TenTrk	1	None	Fall	5	0.88	Yes	
Tim Smith	Ten/TenTrk	1	Ten/TenTrk	1	None	None	5	6.66	No	
Paul Joe	Ten/TenTrk	0	Ten/TenTrk	0	All Year	None	0	0	No	
Arlene Mary	Ten/TenTrk	1	Ten/TenTrk	1	None	None	5	6.47	No	
Peter Faulk	Ten/TenTrk	0.49	Ten/TenTrk	0.49	None	None	2.45	2.61	No	
	Ten/TenTrk	0.51	Ten/TenTrk	0.51	None	Spring	2.55	2.22	Yes	
	Ten/TenTrk	0.13	Ten/TenTrk	0.13	None	All Year	0.65	2.55	No	
	Ten/TenTrk	1	Ten/TenTrk	1	None	None	5	5.69	No	
	Ten/TenTrk	1	Ten/TenTrk	1	None	None	5	3.67	Yes	
	Ten/TenTrk	0.25	Ten/TenTrk	0.25	None	None	1.25	2.92	No	
	Chair	1	Chair	1	None	None	1	5.45	No	
	FT Inst	1	FT Inst	1	None	None	5	1	Yes	
	FT Res	1	Other	0	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	FT Res	1	FT Res	1	None	None	0	0	No	
	Other	1	Other	1	None	None	0	3	No	
	Other	1	Other	1	None	None	0	4	No	

Current collection cycle:

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list:
  Rosalind J.
- Exceptions Report
- Ten Tk Faculty w/No
  Crs Units
- Summary Report

Historic Reports:

- Historic Faculty Info
- Historic Summary
- Historic Trends

Print version

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OIRP Secure Home
OIRP Public Home

Workload Course Information for

If you have questions about the Scheduling data displayed, please contact your department's Scheduling Officer. Changes made in the course scheduling system will be reflected on this website when the base data are reloaded on Tuesdays and Thursdays.

Fiscal Year: 2005	
Tho	Total Course Units t
Unit: Linguistics (1272701)	Total Course Units

Appt Info:	Fall Faculty Categ: Ten/TenTrk Fall FTE: 1.00 Spring Faculty Categ: Other Spring FTE: 0 Leave: None Sabbatical: None	Expected course units: 2.50 Actual Course Units Taught: 2.11 Exception needed?: Yes Current Exception: Exception Code from Last Year:

Courses:

Term	Course	Lead Section	Class Type	Course Credit	Student Credit Hours	Counts Toward Wkld?	Teaching Pct	Course Links	Individ Study
Fall 2004	LING240	0101	Lec	3	228	Yes	1		No
Fall 2004	LING444	0101	Lec	3	63	Yes	1		No
Fall 2004	LING899	0301	Dis	Var.	1	Yes	1		Yes

Instructional Workload System

Selected Unit:
Linguistics

Main

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: Juan
- Enter exceptions: Juan
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Page Definitions

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Workload Exceptions

1 appointment record found.

Unit	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Expected course units	Actual Course Units Taught	Exception Code from Last Year
Linguistics (1272701)	Ten/TenTrk	1	Ten/TenTrk	1	5	3.67	(none)

Exception needed

Type: (none) ▼

Justification: (up to approx 1000 characters)

[Enter] [Reset]

Selected Unit:
Linguistics

Main

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Exceptions Report
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Workload Course Information: Linguistics

If you have questions about the Scheduling data displayed, please contact your department's Scheduling Officer. Changes made in the course scheduling system will be reflected on this website when the base data are reloaded on Tuesdays and Thursdays.

Fiscal Year: 2004										
Term	Course	Lead Section	Class Type	Course Credit	Student Credit Hours	Counts Toward Wkld?	Teaching Pct	Course Links	Individual Study?	Course Units
Detail								Total Course Units taught: 0.88		
Fall 2003	LING899	0801	Dis	Var.	4	Yes	1		Yes	0.44
Spring 2004	LING899	0801	Dis	Var.	4	Yes	1		Yes	0.44
o) Detail								Total Course Units taught: 6.66		
Fall 2003	LING610	0101	Lec	3	39	Yes	1		No	1
Fall 2003	LING610	0101	Dis	3	0	No	0		No	0
Fall 2003	LING798	0101	Lec	6	1	Yes	1		No	0.33
Fall 2003	LING889	0101	Lec	8	6	Yes	1		No	1
Fall 2003	LING895	0101	Lec	Var.	6	Yes	1		Yes	0.67
Spring 2004	LING611	0101	Lec	3	16.50	Yes	0.50		No	0.50
Spring 2004	LING689	0101	Lec	3	3	Yes	1		No	1
Spring 2004	LING819	0101	Lec	3	15	Yes	0.50		No	0.50
Spring 2004	LING895	0101	Lec	Var.	12	Yes	1		Yes	1.33
Spring 2004	LING899	0101	Dis	Var.	3	Yes	1		Yes	0.33
) Detail								Total Course Units taught: 0		
(no courses)										
etail								Total Course Units taught: 6.47		
Fall 2003	LING689A	0101	Lec	3	30	Yes	1		No	1
Fall 2003	LING889A	0101	Lec	3	12	Yes	1		No	1
Fall 2003	LING896	1201	Lec	Var.	3	Yes	1		Yes	0.33
Fall 2003	LING899	1201	Lec	Var.	11	Yes	1		Yes	1.22

Selected Unit: Linguistics

Main

Current collection cycle:

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: Stephen
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Historic Reports:

- Historic Faculty Info
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The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time execptions may be entered.

Workload Exceptions Report

Division-level report

To generate the report for all units in Col of Arts & Humanities (ARHU), click here.

Select a Unit

Select a unit in the selected division.

Col of Arts & Humanities (ARHU)
American Studies (1270301)
Art (1270501)
Art History & Archaeology (1270901)
Classics (1271301)
Communication (1271501)

available for viewing and verification. The data collection cycle will begin in early 2005, at which time execptions may be entered.

Workload Exceptions Report

Fiscal Year: 2005			
Col of Arts & Humanities (ARHU)			
Unit: Art History & Archaeology (1270901)			
Name	Expected course units	Actual Course Units Taught	Exception needed?
John Doe	2.50	0.83	Yes
Tim Smith	2.50	0.33	Yes
Paul Joe	2.50	2.06	Yes
Arlene Mary	1.25	0	Yes
Peter Faulk	2.50	0.11	Yes

Unit summary: 5 faculty appointments need an exception entered.
0 faculty appointments have locked exceptions.
0 faculty appointments have unlocked exceptions.
1 Ten/Ten-trk faculty did not generate course units at the university i

Unit: Classics (1271301)			
Name	Expected course units	Actual Course Units Taught	Exception needed?
	2.50	0	Yes

Tenured and Tenure-Track Faculty Generating Zero Course Units

Fiscal Year: 2005

Col of Arts & Humanities (ARHU)

Unit: Art History & Archaeology (1270901)

Name	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Leave	Sabbatical	Expected course units	Ac Co U Ta
	Ten/TenTrk	0.50	Other	0	None	None	1.25	

Unit: Classics (1271301)

Name	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Leave	Sabbatical	Expected course units	Ac Co U Ta
	Ten/TenTrk	1.00	Other	0	None	Fall	2.50	

Unit: Dance (1275501)

Name	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Leave	Sabbatical	Expected course units	Ac Co U T

Instructional Workload System

Selected Unit:
Linguistics

Main

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: Juan
- Enter exceptions: Juan
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Print version

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Summary Report for Faculty Workload

Fiscal Year: 2004				
University Summary				
	T/Tk Faculty FTE	**Avg Crs Units per T/Tk Faculty FTE**	**% Meeting Standard Load**	**% Meeting Adjusted Load**
University Summary	**1129.8**	**5.05**	**56%**	**56%**

Col of Arts & Humanities (ARHU)				
Unit	**T/Tk Faculty FTE**	**Avg Crs Units per T/Tk Faculty FTE**	**% Meeting Standard Load**	**% Meeting Adjusted Load**
American Studies	7.5	7.12	88%	88%
Art	10.9	7.13	83%	83%
Art History & Archaeology	12.6	4.48	50%	50%
Classics	5.0	5.22	80%	80%
Communication	13.0	6.59	86%	86%
Comparative Literature Program	1.8	6.51	67%	67%
Dance	3.0	5.74	100%	100%
English	49.7	4.45	48%	48%
History	38.9	4.34	45%	45%
Joseph & Rebecca Meyerhoff Center for Jewish Studies	1.3	5.26	67%	67%
Linguistics	6.4	5.28	70%	70%
Philosophy	15.5	3.99	28%	28%
School of Languages, Literatures, and Cultures	35.2	4.98	61%	61%
School of Music	42.0	6.38	77%	77%
Theatre	9.5	6.75	80%	80%
Women's Studies	6.2	5.42	43%	43%
Division Summary	**258.3**	**5.27**	**60%**	**60%**

Current collection cycle:

- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: Stephen
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Historic Reports:

- Historic Faculty Info
- Historic Summary
- Historic Trends

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OIRP Secure Home
OIRP Public Home

Historic Workload Faculty Information

NOTE: Historic reports may include preliminary data for the current fiscal year for purposes of trend reporting. The current fiscal year data will generally be the data collected in the "current collection cycle" portions of this application, and will be considered preliminary through the collection cycle for the fiscal year, which generally ends in July. Therefore, reports run before July of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

Please specify the year for which the Historic Workload Faculty Information Report will be generated:

- 1996
- 1997
- 1998
- 1999
- 2000
- 2001
- 2002
- 2003
- 2004
- 2005

of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

1161 records found.

	Name	Fall Faculty Categ	Fall FTE	Spring Faculty Categ	Spring FTE	Leave	Sabl
Fiscal Year: 2004							
Col of Arts & Humanities (ARHU)							
American Studies							
		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
John Doe	).	Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
Tim Smith		Ten/TenTrk	0.50	Ten/TenTrk	0.50	None	None
Paul Joe		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
Arlene Mary		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
Peter Faulk		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
		Ten/TenTrk	1.00	Ten/TenTrk	1.00	None	None
		Chair	1.00	Chair	1.00	None	None

Historic Trends for Faculty Workload

NOTE: Historic reports may include preliminary data for the current fiscal year for purposes of trend reporting. The current fiscal year data will generally be the data collected in the "current collection cycle" portions of this application, and will be considered preliminary through the collection cycle for the fiscal year, which generally ends in July. Therefore, reports run before July of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

All Units

To generate the report for all units in Col of Arts & Humanities (ARHU) , click here.

Select the unit for which to generate the Historic Workload Trends Report.

Select a Unit

The following units have faculty in the workload system. Select a unit by clicking on the name.

Col of Arts & Humanities (ARHU)
American Studies (1270301)

of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

University Summary

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
T/Tk Faculty FTE	1265.1	1159.4	1127.5	1115.7	1116.7
Avg Crs Units per T/Tk Faculty FTE	4.43	4.92	4.97	5.07	4.98
% Meeting Standard Load	51%	54%	56%	56%	57%
% Meeting Adjusted Load	85%	84%	88%	88%	88%
% of Total Generated Credits Taught by T/Tk	58%	56%	54%	53%	52%

Col of Arts & Humanities (ARHU)

Linguistics

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
T/Tk Faculty FTE	5.5	6.0	7.5	7.5	8.0
Avg Crs Units per T/Tk Faculty FTE	6.87	7.63	6.68	6.49	6.41
% Meeting Standard Load	67%	57%	89%	80%	70%
% Meeting Adjusted Load	100%	86%	100%	89%	100%
% of Total Generated Credits Taught by T/Tk	34%	31%	43%	31%	45%

Division Summary

IWS BENEFITS

- Auditable
    - Requires Dean's approval
    - Tracks users and data entry
    - "Justification" text box
    - Printer-friendly function for dept. records
- Faster turnaround time
- Local ownership; greater understanding
- Reports

FEEDBACK

- Positive feedback from Deans and Chairs
- Early review of FWL reports
    - Instructional assignments
    - Internal reports
- More users; more questions
- Cleaner scheduling data

NON-INSTRUCTIONAL FACULTY ACTIVITY

NON-INSTRUCTIONAL DATA COLLECTION

Try, try again

- FAR (old)
  - Two colleges
  - Complicated
  - Centralized

- Non-Instructional Workload Survey
  - Access procedures
  - Response rates
  - Limited data and use

NEW FAR SYSTEM

- E-FAR (new)
  - Grass roots development
  - Comprehensive design
  - Decentralized support and administrative control
  - User-friendly
- Piloted in 2 colleges
- Buy-in from deans and provost

FAR

- Faculty enter data on-line
  - Pre-populated
  - Copy and paste
  - Saved for later
- Single calendar year
- Extended data collection period

FAR

- Uses a standard authentication system
- Secure server
- Single unit access
- Multi-level access
  - Data Entry
  - Department Administration
  - College Administration
  - Executive

FAR

Reduces reporting burden on faculty
- Automatic distribution to designated clients
- Standard reports

Future Functions
- CV generator
- Expert database

Faculty Activity Reporting

Demonstration

UNIVERSITY OF
MARYLAND

Search UM

ra.umd.edu : **Login**   (need help?)

'm a:

- UMCP Faculty, Staff, or Graduate Student

UMD Directory ID: dnadasen @umd.edu

Directory Password: Login

- Graduate Applicant (applying for Graduate studies at UMCP; login here for the ASF - Application Supplemental Form)

Student ID / Login Code:

Date of Birth: (ex: 10/31/1975)   Login

- Recommender (to complete an online letter of recommendation for a UMCP graduate applicant)

Recommenders, please login here with the username and password that you received in the email request. If you did not receive an email, please contact the applicant.

ID:

Password: Login

https://apra.umd.edu/process.ece?action=showPage&page=index_login.jsp   Go

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

hanical: Apra Home

Welcome, Denise Nadasen (Log
You are logged into ENME (Custom) (cha

ra.umd.edu
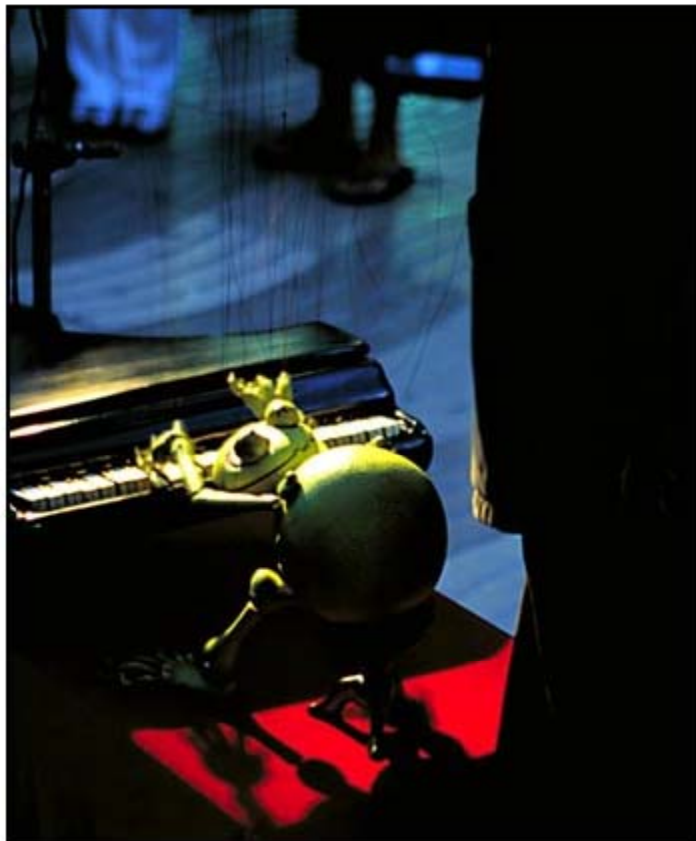
What's Available: --------------------------------

MEGS
Maryland Electronic Graduate System

MEAD Optix Documents
Optix Document Imaging Scans

Apra-Room
Building Plan and Room Assignments

Faculty Activity Reports (FAR)
Annual Faculty Activity Reports

Apra-Positions
Solicit/review applications for an open position

College Reporting Tools
Productivity Reports; Dean's Reports

Administrator Tools: ----------------------------

User Directories (ENME only)
Dept Faculty and Staff, Non-Dept

What do I have access to?
Online now: 12 (Apra), 6 (ASF), 0 (Recommenders), 0 (Pos App), 0 (Alumni)

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

hanical: Apra Home > Faculty Activity Reports   Welcome, Denise Nadasen (Log
                                                                                 You are logged into ENME (Custom) (cha

This system was developed by

ora.umd.edu : **Annual Faculty Activity Reports**   A. JAMES CLAR
                                                            SCHOOL OF ENGINEERIN

RNING: The Faculty Report system is still in test mode. Please do not release it to your general faculty until further notice.

Please select the unit (department / institute) of your *primary* appointment:

| ENGR-Mechanical Engineering ▾ | Continue —>

te:

- If you can't see your primary unit in the list, please email us at apra-far-support@umd.edu to request access.
- When you submit your report, you will be able to submit it to other departments and institutes as needed!

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/process.ece?action=showPage&page=index2.jsp   Go G.

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

hanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Loc
You are logged into ENME (Custom) (cha

pra.umd.edu : Annual Faculty Activity Reports

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min users! **You can access the:**   Administrator Setup pages   +   Department & College Reporting Tools

e Faculty Activity Reports (for the previous reporting year) are automatically made available on January 15.
eview your previously submitted reports: (none)

Please choose a report to update: 2004   (due: Feb 20, 2005) ▼   Continue ⟶

'- Admin users, you can complete a Faculty Report for someone else: [▼]

Go to Administrator Setup

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=103   Go

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hanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Logout
You are logged into ENME (Custom) (change
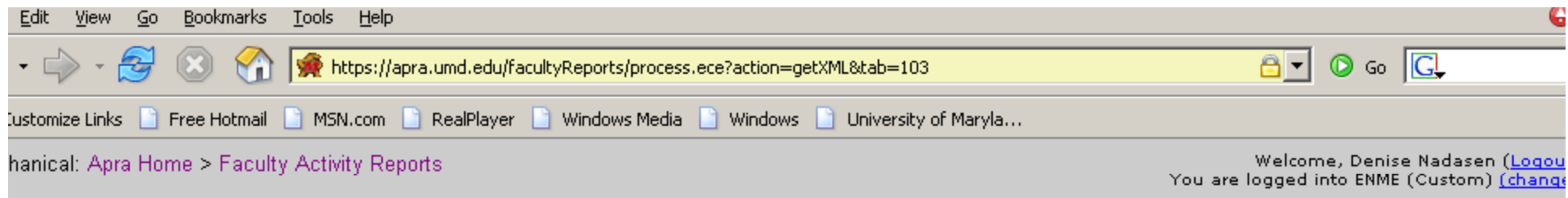
ra.umd.edu : **Faculty Activity Reports** : **Administrator Setup (Mechanical Engineering)**

u might find the following information useful:

Faculty Activity Reports (FAR) system is a tool developed by the A. James Clark School of Engineering and the Office of Institutional Research and Planning RP) primarily for the departments/institutes/units on campus to evaluate their faculty for merit-based purposes. It also handles the collection of some other ortable campus data (non-instructional workload and conflict of interest/commitment).

up to each department/unit to set the deadlines for their FAR Reports every year. By default, the FAR report for the given Reporting Year will become available 1/15 of the following year. It will have a deadline of March 15 for the faculty to complete and submit their report. You can change either of these dates.

ou change the date the report is made available to a date earlier than 1/15, then some sections of the report will not be available for the faculty until that date. cifically, the 'Research', 'Instruction', and 'Contracts/Grants' tabs will not be available since they pre-populate with campus data that is not available until that time ry year. You may make the date the report is available as early as you like (for example, March 15 in the actual reporting year -- 10 months earlier than the usua 5 date). This would allow your faculty to update their Publication list throughout the year.

a may also enter a 'Final (Grace) Deadline'. This can be a few days after the published deadline or the same day. Faculty will be locked out of their reports at 59PM on the day of this final deadline.

e that you can **grant deadline extensions** and **allow an assistant to complete the report** for any given faculty member.

orting Year	Dates Report is Officially Available	(Grace Deadline)	**Currently available to faculty?**
4	- Feb 20, 2005	Mar 08, 2005	**No (deadline passed)**

(Add a new reporting year entry)   (Note that this will be done for you automatically on Jan 15 of every year)

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pra.umd.edu : **Annual Faculty Activity Reports**

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min users! **You can access the:** **Administrator Setup pages** + **Department & College Reporting Tools**

e Faculty Activity Reports (for the previous reporting year) are automatically made available on January 15.
view your previously submitted reports: (none)

Please choose a report to update: | 2004   (due: Feb 20, 2005) ▾ | Continue ⟶

'- Admin users, you can complete a Faculty Report for someone else: | ▾ |

Go to Department Reporting Tools

This system was develope

ora.umd.edu : **Faculty Activity Reports** : **Department & College Reporting Tools**

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SCHOOL OF ENGINE

Department Reporting Tools:

the Individual ENME Submitted Reports: 2004 2005 2006

the ENME Conflict of Commitment/Interest Report: 2004 2005 2006

the ENME Department's Annual Report: 2004 2005 2006

'Summary Totals' for ENME: 2004 2005 2006

ections for Printing and Reviewing Submitted Reports (in PDF)

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=101&sem=2004   Go   G.

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

hanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Logou
You are logged into ENME (Custom) (change

culty Activity Reports   :   Review All Submitted 2004 Reports for ENME

DTE: Submitted Reports may not be final until a few days

Individual Faculty Reports

Print All Submitted Reports at one time (Don't do this until

ll faculty who have logged in to (or submitted) their report:

Faculty	Latest Submission Date ⬇	Academic Rank ⬇	⬇
gam Shapour	Feb 20, 2005	Prof	
umar	Feb 20, 2005	Prof	
	Feb 20, 2005	Assistant Professor	
	Feb 19, 2005	Prof & Chair	
	Feb 21, 2005	Prof	
	Feb 21, 2005	Prof & Dir	
	Feb 18, 2005	Prof	
	Feb 12, 2005	Assoc Prof	
	Mar 08, 2005	Assoc Prof	
	Feb 01, 2005	Assoc Prof	
	Feb 21, 2005	Assistant Professor	
	Feb 21, 2005	Prof	
	Feb 20, 2005	Assoc Prof	
	Feb 15, 2005	Prof & Chair	
	Feb 23, 2005	Prof	
	Feb 18, 2005	Prof & Chair	
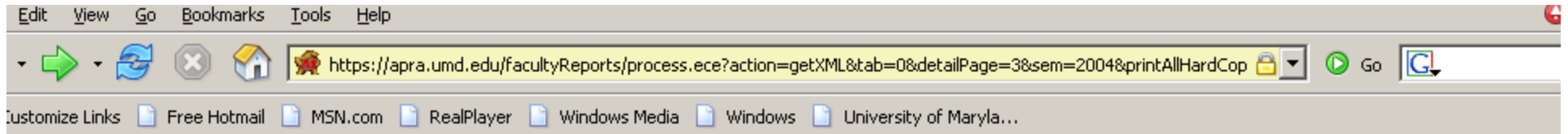
aculty Name: John Doe   (Year: 2004)

nure Home: ENGR-Mechanical Engineering
filiate Appointments:
le: Prof
l Time?: Y

ave read the University of Maryland Policy on Confl
l Conflict of Commitment and am in compliance with ___ ____

Conflict of Commitment Reports

nization / Individual	Paid work for a MD state agency?	Nature of Activity	Hours Worked
mputer Sciences Corp.	N	Dynamics and Control of Cargo	96
ushnet Golf Company	N	Vibration Damping -- Patent Issues	17

aculty Name: Jane Smith   (Year: 2004)

nure Home: ENGR-Mechanical Engineering
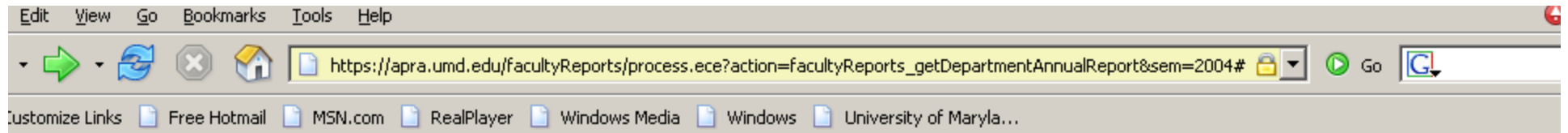filiate Appointments:
le: Assistant Professor
l Time?: Y

ave read the University of Maryland Policy on Conflict of Interest
l Conflict of Commitment and am in compliance with it: ____.

nization / Individual	Paid work for a MD state agency?	Nature of Activity	Hours Worked

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/process.ece?action=facultyReports_getDepartmentAnnualReport&sem=2004#   Go

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

04 Annual Report for the Department of Mechanical Engineering

s Report includes the following sections:

) A List of Departmental faculty and their statements of impact
) Faculty research and education-related honors and awards
) Research-related contracts and grants, including pending proposals
) Graduate and undergraduate research advising, and degrees granted
) Faculty publications and presentations
) A summary of courses taught and the educational development activities of each faculty member

A List of Departmental faculty and their statements of impact

(Prof)

eveloped (with my former student/post-doc: L   a general method for
approximation of computationally intensive (with multi-input single output; and multi-input
multi-output) simulations. In this approach, the simulation is treated as a black box:
probed with (a maximum entropy) design of experiments approach and then approximated with
a computationally inexpensive meta-model. The approach is general and has numerous
applications, including, approximation and optimization of computationally expensive
(CFD, FEM, etc.) models; calibration of sensors; CFD driven temperature prediction in
a data center, shape and topology optimal design.

eveloped (with my former studen'   ) a deterministic approach for obtaining
a "robust" optimum design solution, one whose performance and/or feasibility
(or reliability) is insensitive to uncontrollable parameter variations (due to noise

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=106&sem=2004   Go

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...
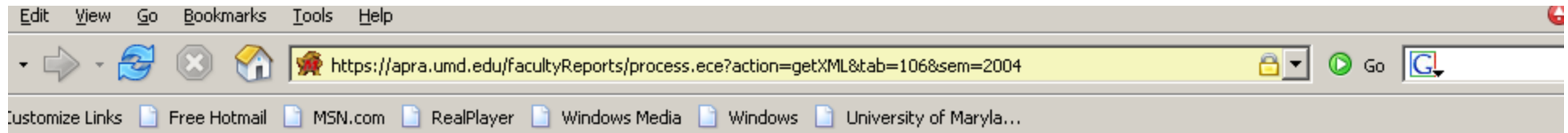
	Total	Number of faculty with at least 1
Publications (only those published / presented in)		
Articles in refereed journals (author or co-author)		
Chapters in Edited Books		
Authored Books		
Conference Papers (archived)		
Conference Papers (presented only, not archived)	135	29
Other papers (non-refereed)	15	5
Other Scholarship and Research		
Creative Activities (performance pieces, ..)		-
Fellowships		-
Advising		
Number of undergraduates advised (curriculum)		-
Number of graduate/professional students faculty served as:		
program advisor	337	42
chair of master's thesis committees		0
member of master's thesis committees	29	19
chair of doctoral thesis committees		0
member of doctoral thesis committees	108	42
Number of post-doctoral fellows mentored		0
Professional Service		
Editorial Review Boards (member, editor, or associate editor)		-
. Editor		-
. Associate editor or member		-
Number of Associations in which faculty held an office		-
Number of manuscripts read/reviewed for professional journals		-
Number of off-campus review panels and accreditation and certification teams on which faculty served		-

Summary of Department

https://apra.umd.edu/facultyReports/process.ece?action=showPage&page=index2.jsp   Go   G

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min users! **You can access the:**   **Administrator Setup pages**   +   **Department & College Reporting Tools**

e Faculty Activity Reports (for the previous reporting year) are automatically made available on January 15.
eview your previously submitted reports: (none)

Please choose a report to update: [2004   (due: Feb 20, 2005) ▼]   [Continue ⟶]

'- Admin users, you can complete a Faculty Report for someone else: [▼]

Begin Data Entry

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=1&edit=0&sem=2004

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

hanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Logou
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04 Faculty Activity Report for
adasen, Denise D

Due: Feb 20, 2005
Status: Not yet submitted
Last submitted on:
(This page will be automatically saved in 40 minutes)

(View last year's report)

Submit Annual Report   **Review / Print**

rsonal	Instruction	Research	Service	Publications / Projects	Contracts / Grants	Awards / Other

A. Introduction / Please verify your personal information

Save   **Save This Page & Goto Next**

cking on any link within the 'Faculty Activity Reports' pages will save your data on
current page. There is only one exception: if you make a change to a page and do
T want to save it, click on the 'Apra Home > Faculty Activity Reports' links in the
left corner to exit without saving.

ved data will not be "submitted", and thus won't be visible to administrators or
luators, unless you click on the "Submit Annual Report" button, and proceed to
nplete the submission process. Note that, after submitting your report, you still will
able to revise it and submit revised versions, each of which will overwrite the previously submitted version, up until the deadline.

If you complete and submit this Faculty Activity Report, you will not have
to complete the following forms this year:
- OIRP's Non-Instructional Report
- Annual Report of Outside Professional Activities
  (also known as 'Conflict of Interest / Conflict of Commitment')
- UM Experts Database

For assistance with this report, please contact your college's FAR representative: Tim Darling (tdarling@umd.edu / 405 8277)

ame: Nadasen, Denise D

cademic rank *:   Assoc Dir

ate of appointment to present rank:

imary Appointment: ENGR-Mechanical Engineering

ll Time:

ur personal data listed above is incorrect, it needs to be corrected at the source. Please go to http://ares.umd.edu, Login, and go to 'Payroll and Human
ources' -> 'Display/Update Personal Data'. Once you have updated your data in ARES, please allow 24-48 hours for it to update here. If you need furthe

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04 Faculty Activity Report for

adasen, Denise D

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| ersonal | **Instruction** | Research | Service | Publications / Projects | Contracts / Grants | Awards / Other |

A. Non-Seminar Instruction

Save   **Save This Page & Goto Next**

nly classroom-type courses, not seminars or independent study (those are included in the next section), are listed here. Distance-learning and -campus classes should be included here. Teaching evaluation scores are not required. If you do report them, please use the total overall numeric ade and round your score to the nearest hundredth.

	Course	# of Students	Name(s) of GTA or Grader	Teaching Evaluation Score
ring 2004	(none)			
ll 2004	(none)			

ou believe that there are any errors in the above list, please elaborate here; this will notify your department's business office (an email will be sent upon ving this page which you will be cc'ed on). Your business office should then investigate your request. If it is determined that an error does exist, they will ke any needed changes in the campus's registration system which will then update your record here.

B. Seminars and Independent Study Courses

nly seminars or independent study courses should be included here. Please note that the next tab ('Research') covers more details about your search advising. If you taught seminars or independent studies that were not given a course number, you may enter them here; please use the 'ZZZZ' efix to designate those.

Edit View Go Bookmarks Tools Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=3&SSN=000000183&sem=2004&edit=0   Go G.

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

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Welcome, Denise Nadasen (Logou
You are logged into ENME (Custom) (change

04 Faculty Activity Report for

adasen, Denise D

Due: Feb 20, 2005
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(View last year's report)

Submit
Annual Report

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| ersonal | Instruction | **Research** | Service | Publications / Projects | Contracts / Grants | Awards / Other |

A. Research Advising   (Default data is taken from the MEGS system)   **Save**

te the default data given here was taken from the MEGS system. MEGS does not (currently) differentiate between academic and research advisors. It u are not the current research advisor for any of the student(s) listed below, just delete their name from the 'name' field. The system will, upon saving, move those student(s) from your list.

Graduate students for whom you were the research advisor of during the calendar year 2004. (Note that the pre-populated 'Support' fields are from the mpus's PHR/payroll database, which does not include Fellowships - you will have to enter Fellows by hand).

| Name | Degree | Degree Expected | 2004 Support | | | Co-advisor? | Program |
			Spring	Summer	Fall		
	(please choose) ▼	▼	▼	▼	▼	Advisor ▼	ENME - Mechanical Engi
	(please choose) ▼	▼	▼	▼	▼	Advisor ▼	ENME - Mechanical Engi

Add more rows)

Graduate students who received degrees during the calendar year 2004, for whom you were the research advisor.

Name	Degree	Graduation semester	Placement	Co-advisor?	Program
	(please choose) ▼	▼		Advisor ▼	ENME - Mechanical Engi
	(please choose) ▼	▼		Advisor ▼	ENME - Mechanical Engi

Add more rows)

Edit   View   Go   Bookmarks   Tools   Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=3&SSN=000000183&sem=2004&edit=0   Go

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G. Competitions Entered

ompetition Specifics

M Experts (and possibly your department's website):

you would like to be included in the 'UM Experts' system, please enter the relevant information here. This data may also be used for other directories vailable to the general public, such as your unit(s)' faculty web pages. This section will not be included in the report submitted to your epartment/institute's evaluation committee. (Note: Your information in UM Experts will be updated around March/April).

Yes, I am willing to be included in the online experts database and thus possibly be contacted by the media about my areas of expertise.

ur professional webpage:

ease list your *current* official titles and affiliations for all university-related positions (including any in other USM institutions).
itle Affiliation

hort Biography for a 'Public' Audience (< 250 words):

Save

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=4&SSN=000000183&sem=2004&edit=0   Go   G.

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04 Faculty Activity Report for

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Submit Annual Report   **Review / Print**

| Personal | Instruction | Research | **Service** | Publications / Projects | Contracts / Grants | Awards / Other |

A. Outside Service and Activities   **Save**   **Save Th**

ase list all paid consulting, as well as all paid and unpaid significant outside activities related to your professional expertise during the ca
addition to (potentially) being counted for merit purposes, your entries in this section will also fulfill the University's 'Conflict of Interest/Commitment' rep
quirement. Clicking on any of the dotted links will allow you to view additional information in a pop-up window. Additionally, you can view the FAQ. Pleas
estions about this Section to your unit head.

e University **Policy on Conflict of Interest and Conflict of Commitment** requires:

- Disclosure of all significant paid and unpaid outside professional activities as defined by the unit head.
- A statement that the employee has read and understands the Policy on Conflict of Interest and Conflict of Commitment.

llege-Specific Guidelines (for the A. James Clark School of Engineering):

- To save time, the hours worked for the following activities do NOT need to be reported:
  - Journal Editor or Reviewer
  - Testimonies or interviews

rganization/Individual for ch the activity was performed	Was activity paid work for a **MD state agency?**	**Nature of activity**	**Hours worked**
	(Not Applicable)		
	(Not Applicable)		
	(Not Applicable)		

dd more rows)

Edit View Go Bookmarks Tools Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=4&SSN=000000183&sem=2004&edit=0   Go G

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

3. Professional Service Summary (This data is also reported to the State)

e values in red are your entries from last year's form, if available.)

mber of manuscripts you read/reviewed for professional journals: [0]   ()

mber of professional journals on which you served as
- area or associate editor, or as a member of the editorial boards: [0]   ()
- editor: [0]   ()

mber of professional associations in which you held an office: [0]   ()

mber of off-campus peer review panels and accreditation and certification teams on which you served: [0]   ()

mber of days (6-8 hours) spent
- in K-12 school: [0]   ()
- with government agencies: [0]   ()
- with non-profit agencies: [0]   ()
- with businesses: [0]   ()

mber of people served through non-credit instruction offered by your program: [0]   ()

mber of 'artistic' activites in which you had a significant role
 (musicals, art exhibits, theatrical and dance performances, recitals, concerts, etc): [0]   ()

Values in red
parentheses are what
was reported last year

C. University Service

:lude department, college, and university committees; administrative duties; advising of student professional and honor societies;
entoring of junior faculty, etc.

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04 Faculty Activity Report for

adasen, Denise D

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(View last year's report)

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| Personal | Instruction | Research | Service | Publications / Projects | Contracts / Grants | Awards / Other |

rections:

Save   **Save This Page & Goto Next**

er only publications that were either originally submitted (even if later rejected), accepted, or published during the period January 1, 2004 to December 2004. (If a paper that was originally submitted or accepted in a previous year did not change 'status' during this time period, you can leave it here changed and it will copy over to future years). For published papers give inclusive page numbers. For papers with more than one author, please list the nors in the order they appear on paper. To delete a row, simply delete the text in the 'Full Citation' field. Please choose either 'Research', 'Education', Service' as the award type. ('Education' implies 'In support of curriculum development or innovation'.)

each entry, check all of the checkboxes that apply. For instance, check 'Accepted' and 'Published' if both occurred during 2004. Do not check any es for papers "in preparation."

A. Performance Pieces, Exhibitions, and Artistic/Architectural Projects *(if applicable).*

Enter all of your projects for this section in this textbox - just leave a blank space between each one and then click here to separate them!

formance / Exhibition / Project (one entry per textbox)

Project initiated in 2004 / ☐ **Design completed in 2004** / ☐ **Built/Performed/Exhibited in 2004**   Type: Research

Automatically copy this entry to next year's report: (uncheck if project is no longer under consideration for being built/performed; ignore this field if you mark the paper as 'Built/Performed')

Edit View Go Bookmarks Tools Help

https://apra.umd.edu/facultyReports/process.ece?action=getXML&tab=6&SSN=000000183&sem=2004&edit=0   Go   G.

Customize Links   Free Hotmail   MSN.com   RealPlayer   Windows Media   Windows   University of Maryla...

chanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Logout
You are logged into ENME (Custom) (change

04 Faculty Activity Report for

adasen, Denise D

Due: Feb 20, 2005
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(View last year's report)

**Submit
Annual Report**

Review / Print

| ersonal | Instruction | Research | Service | Publications / Projects | Contracts / Grants | Awards / Other |

rections

Save   **Save This Page & Goto Next**

ude internal and external funding in support of education or research. Include only contracts or grants that were active for any time during the period uary 1, 2004 to December 31, 2004. If the pre-populated data below is incorrect, please update it (please also note that any changes here will <u>not</u> be ied back into other campus systems). To delete a row, simply delete the 'project title' field. Also note that Foundation contracts are not included in the -populated list. Please do not list Fellowship Grants here - they are included in the 'Awards/Other' tab. Please choose either 'Research', 'Education', rvice' as the award type. ('Education' implies 'In support of curriculum development or innovation'.)

e pre-populated grant amount that is the amount in your initial proposal. Please update the values if they have since changed.

. Contracts and Grants active during part of 2004 or later (including Gifts and Product Licensing Revenues)

Co-PI?	Project Title		Funding Source	Start Date (mm/dd/yyyy)	- End Date (mm/dd/yyyy)
▼					

Total Funding: [   ]   **My $ Share:** [   ]   **Matching:** [   ]   Type: (please choose) ▼

(dd more rows)

u may include any additional comments in the 'My $ Share' field, as needed.

hanical: Apra Home > Faculty Activity Reports

Welcome, Denise Nadasen (Logou
You are logged into ENME (Custom) (chang

04 Faculty Activity Report for

adasen, Denise D

Due: Feb 20, 2005

Status: Not yet submitted

Last submitted on:

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(View last year's report)

Submit Annual Report   **Review / Print**

| ersonal | Instruction | Research | Service | Publications / Projects | Contracts / Grants | **Awards / Other** |

A. Honors and Awards

Save   **Save This Page & Goto Next**

nly include awards received during the period January 1, 2004 to December 31, 2004. Please choose either 'Research', 'Education', or 'Service' as the
ard type. ('Education' implies 'In support of curriculum development or innovation'.)

onor / Award (1 per row)   ** ** Type - please choose ** **

	Research ▼
	Research ▼
	Research ▼

(dd more rows)

B. Awards: Fellowship Grants

ou have been awarded any Fellowship Grants during the calendar year 2004 (such as the Guggenheim Fellowship), please list them
re and specify the topic which you were awarded the grant for.

ellowship   **Topic / Specifics**

(dd more rows)

aculty Activity Report for   (Submitted Copy)

is version of your report only includes updates made prior to the most recent Submission

name: ,
demic Rank:
 of appointment to current rank:
hary Appointment:

 faculty is also submitting this report to:
time?:

 Report was most recently submitted by: **on**

This page is best printed in landscape mode

Your Report has not yet been submitted and thus this 'Submitted Copy' will be blank

nstructional Activities

Non-Seminar Instruction

y classroom-type courses, not seminars or independent study (those are included in the next section), are listed here. Distance-learning and off-campus classes should be included here. Teaching evaluation scores are not required. If do report them, please use the total overall numeric grade and round your score to the nearest hundredth.

urse	# of Students	Name(s) of GTA or Grader	Teaching Evaluation Score

Next Steps

- Pilot in 9 colleges
- Full implementation – Jan 06
- Evaluate
  - Existing support structures
  - Value of reports
  - Faculty feedback

FAR Development
Primary Objectives

- Use the tools
- Improve the data quality
- Expand the breadth analysis
- Produce more effective reports
- Have an impact on planning

Developers and Designers

- Tim Darling tdarling@umd.edu
- Chris Giordano giordano@umd.edu
- Jessica Shedd jshedd@nacubo.org

Thank You!

Denise Nadasen

dnadasen@umd.edu

Eric Spear

espear@umd.edu